

## Payroll Reports

Listed below are commonly used Payroll reports. For other SHARP reports, go to <https://www.admin.ks.gov/offices/personnel-services/sharp1/reports>.

There are two types of payroll reports based on the report generating method: centrally generated reports and agency generated reports.

Centrally generated reports are available from the agency's MVS mailbox by using file transfer protocol (FTP) software. The software currently used by the State is Core FTP Pro.

Agency generated reports can be requested by agency personnel directly from SHARP.

An \* denotes a request only report. Agencies must submit a request to the Office of the Chief Financial Officer, Payroll Services Section to begin receiving these reports in their MVS mailbox.

Click the report link to display the description of the report.

Centrally Generated Reports		Agency Generated Reports	
Report No.	Report Name	Report No.	Report Name
<a href="#">KPAY286B*</a>	Agency Extract Payroll	<a href="#">PAY005</a>	Cost Center Report
<a href="#">KPAY345</a>	Comp Time Reporting File	<a href="#">PAY014</a>	Employee Earnings Record
<a href="#">PAY007</a>	Deductions in Arrears	<a href="#">PAY006</a>	Other Earnings Register
<a href="#">PAY008</a>	Deductions Not Taken	<a href="#">KPAY318</a>	Year-to-Date Balances
<a href="#">PAY001</a>	Deduction Register		
<a href="#">KCARBEN1</a>	Deferred Compensation Report		
<a href="#">KPAY710</a>	Department Budget Earnings		
<a href="#">KPAY711</a>	Department Positions and Budget Earnings		
<a href="#">DDP002</a>	Direct Deposit Register		
<a href="#">PAY010</a>	Employees Not Processed in Current Payroll		
<a href="#">PAY021</a>	Employer Benefit Contributions/Deductions		
<a href="#">KPAYGL5C</a> (OR <a href="#">KPAYGL6C</a> – Agency 039 only)	General Ledger Extract		
<a href="#">BEN007</a>	Leave Accruals		
<a href="#">KPAY228</a>	MAP Health Benefit Adjustments and Refunds		
<a href="#">KPAY329</a>	No GHI Coverage Because No Paycheck Exists		
<a href="#">KPAYOVTM</a>	Overtime Reporting File		
<a href="#">DDP004</a>	Payroll Advice Register		
<a href="#">PAY004</a>	Payroll Check Register		
<a href="#">PAY011</a>	Payroll Error Messages		
<a href="#">PAY002</a>	Payroll Register		

## Payroll Reports

<a href="#">KPAY303</a>	Salary/Wage Breakdown by Classification File			
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